

## COMMISSION ON LOCAL GOVERNMENT

### How to Select, Complete and Return Fiscal Impact Estimate Forms

#### 1. Select the Appropriate Form:

The *Code of Virginia* requires the Commission on Local Government (CLG) to determine whether bills referred for local fiscal impact analysis impose on localities either “net increases in expenditures” or “net reductions in revenue.” The statutes list the factors to be included in the analysis (Va. Code §§30-19.03 – 30-19.03:1.1).

To facilitate the process, the CLG has developed **two separate** Estimate of Local Fiscal Impact forms corresponding to the two required analytical approaches. Note, however, that some bills have the potential to impose BOTH revenue reductions and increases in expenditures on localities. When analyzing bills with both kinds of impacts, please complete a revenue estimate form **and** an expenditure estimate form for each bill.

You will receive both forms as Word documents that you may complete and submit via e-mail, or you may download the documents as pdf files from the CLG’s website and fill them out by hand or on a typewriter.

#### 2. Complete and Return the Forms:

**To View Bills and Bill Summaries.** To view a bill or bill summary, open the bill list provided, click on the bill link then on “Full text” or “Summary as introduced.”

If, in the bill list, the link to the bill of interest displays “amended,” then you can view amendments by clicking the link “Amendments” on the bill summary page. Amendments generally refer to specific lines of a bill’s text. To view a version of the bill with line numbers, download the bill in pdf format by clicking “pdf” in the upper right corner of the full-text version of the bill.

**To Submit Your Estimate by E-mail.** If you complete the form electronically, save your work either in Word or as a pdf file. You may include other materials as attachments in either format. Then, simply return your estimate and supporting materials as e-mail attachments to [susan.williams@dhcd.virginia.gov](mailto:susan.williams@dhcd.virginia.gov).

**To Submit Your Estimate by Fax.** If you download the form in pdf format and complete it by hand or on a typewriter, you may submit it along with any supporting documents to the CLG by fax. If you fill the form out by hand, be sure to write legibly. The fax number is (804) 371-7090. Please direct the fax to Susan Williams.

**For guidance on the substance of your analyses, see the document titled “What Makes a Good Estimate of Local Fiscal Impact?”**

#### 3. Questions or Problems ?

Contact Susan Williams by phone at (804) 786-6508 or by e-mail at [susan.williams@dhcd.virginia.gov](mailto:susan.williams@dhcd.virginia.gov).